

**U.S. PRETRIAL SERVICES AGENCY**  
**Central District of California**

**Position Vacancy Announcement**

Date:	August 21, 2009	Salary Range:	\$33,881 to \$81,488
Position Title:	U.S. Pretrial Services Officer	Grade Range:	CPS Level 23/01 to 27/61
No. of Vacancies:	<sup>1</sup> One or more	(CL 28 will be considered for existing officers.)	
Vacancy Location:	<sup>2</sup> Various Locations	Vacancy No.:	CACPT 09-04
Closing Date:	Open until filled.		

(Preference will be given to resumes received by September 4, 2009.)

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**Overview**

The United States Pretrial Services Agency has an opportunity for self-motivated individuals with excellent interpersonal skills and a strong work ethic to launch, or continue, a career in public service. U.S. Pretrial Services, the bail investigation agency for the U.S. District Court, provides verified information regarding a defendant to be used in recommending reasonable, least restrictive bail. Officers work with and supervise defendants after they're charged with federal crimes and while they are awaiting trial. Our fast-paced, professional environment consists of challenging and rewarding work, abundant training opportunities, and the potential for advancement. The U.S. Pretrial Services System offers careers where you can make an impact.

**Major Responsibilities & Work Environment**

A U.S. Pretrial Services Officer conducts investigations, assesses risks of nonappearance and danger to the community, and makes recommendations on the type of bail and conditions to be met by the defendant if released. Additionally, U.S. Pretrial Services Officers supervise defendants from the time of their release until sentencing or self-surrender to serve a prison term.

U.S. Pretrial Services is also responsible for the investigation and supervision of pretrial diversion cases. Supervision periods vary but normally do not exceed 18 months and some are required to perform community service as part of their diversion program.

The work is fast-paced, demanding, and always challenging. Officers must be able to work well under pressure, tight deadlines, and be able to thrive working with a diversified work force and clientele.

**Qualifications**

Completion of a Bachelor's Degree from an accredited college or university is required, preferably in a field of academic study, such as Criminal Justice, Psychology, Sociology, Human Relations, Law or other related field. (Submission of transcripts will be required of all applicants contacted.) Two years of experience related to the job requirements is preferred, as is a Master's Degree. Bilingual in Spanish or other pertinent language is also a plus.

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<sup>1</sup>More than one position may be filled from this announcement.

<sup>2</sup>Various locations: Los Angeles, Santa Ana, Riverside

Good knowledge of the criminal justice system. Ability to conduct thorough, objective investigations and make sound evaluations using solid analytical skills. Excellent organizational skills and ability to prioritize and handle unexpected events within tight deadlines. Excellent written and oral communications skills are also required. Must be proficient in using the internet and in using standard software programs, especially Word or WordPerfect.

### **Additional Requirements**

Qualified candidates must be under <sup>3</sup>37 years old at time of appointment and be a U.S. citizen or eligible to work in the United States. Final candidates will be required to undergo a full OPM background investigation, including comprehensive criminal and financial records checks.

Prior to appointment, selected applicants will be required to undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the selectee may be appointed provisionally, pending a favorable suitability determination by the court. In addition, as a condition of employment, the employee will be subject to ongoing random drug screening, updated background investigations every five (5) years and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.

The medical requirements and the essential job functions derived from the medical guidelines for pretrial services officers and officer assistants are available for public review at [/www.uscourts.gov](http://www.uscourts.gov)

### **Benefits**

Judiciary employees enjoy the full range of benefits offered by the federal government. Details can be found at [www.uscourts.gov](http://www.uscourts.gov).

### **How to Apply**

Please submit a résumé with cover letter to Mr. George M. Walker, Chief U.S. Pretrial Services Officer, 754 U.S. Courthouse, 312 North Spring Street, Los Angeles, CA 90012, by Friday, September 4, 2009 for first consideration. Or you may submit your information electronically to: [hr\\_cacpt@cacpt.uscourts.gov](mailto:hr_cacpt@cacpt.uscourts.gov)  
Only the most qualified candidates will be contacted for further consideration.

***U.S. Pretrial Services is an Equal Opportunity Employer.***

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<sup>3</sup>This information is pursuant to Title 5 USC 8401 (17), stating that Pretrial Services Officers must not have reached their 37<sup>th</sup> birthday at the time they commence employment. The original ruling became effective July 1, 1987, and was revised on March 12, 1991. This is in accordance with the Hazardous Duty/Law Enforcement Clause as approved by the Federal Judicial Conference.